

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Board of Supervisors  
**From:** Civil Service Commission  
**By:** Nancy Nittler, Personnel Director  
**Date:** November 07, 2006  
**Subject:** Introduction of an ordinance with recommendation from the Civil Service Commission amending Placer County Code, Chapter 3, Section 3.12.010, Appendix 1 – Allocation of Positions to Departments.

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**ACTION REQUESTED:**

Approve the attached ordinance amending Placer County Code, Chapter 3, Section 3.12.010 Appendix 1 regarding the reclassification of one Technology Solutions Analyst I/II position, to Senior Technology Solutions Analyst in the Clerk Recorder-Registrar of Voter's Department and the reclassification of one Client Services Program Manager position, to Assistant Client Services Program Director in the Health and Human Services Department.

**Clerk Recorder-Registrar of Voter's Department**

The Civil Service Commission approved the reclassification of one Technology Solutions Analyst I/II position, Grade 222/230 (\$4,165-\$5,062 monthly/\$4,592-\$5,581 monthly) to the classification of Senior Technology Solutions Analyst Grade 238 (\$5,062-\$6,153 monthly).

**Basis for Recommendation:**

At the request of the County Clerk Recorder-Registrar of Voters, the Personnel Department in conjunction with the Information Technology Classification Review Panel conducted a classification review of a vacant Technology Solutions Analyst (TSA) I/II position for reclassification to the Senior TSA level.

The Information Technology Classification Review panel reviewed this position during their meeting of August 11, 2006. The panel reviewed the documentation related to the duties that will be assigned to this position as a result of the Clerk Recorder-Registrar of Voter's intent to expand the technology within the department by the introduction of electronic or touch screen voting into every poll location for the upcoming November election.

During the panel's meeting, an opportunity was provided for the panel to meet with the Assistant Clerk Recorder, Gloria Coutts who provided an overview of the department's operational need for the Technology Solutions Analyst I/II position to be reclassified to the Senior TSA level given the level of responsibility, complexity and criticality of the department's major systems.

After consideration of the materials provided, including current and proposed organizational charts, the panel determined that the duties that will be performed are those ascribed to the classification of Senior Technology Solutions Analyst.

Based on the information presented, the Personnel Department supports the request of the Clerk Recorder-Registrar of Voters to reclassify one Technology Solutions Analyst I/II position to the Senior Technology Solutions Analyst classification. It is anticipated that this position will be filled by competitive recruitment.

This request has been reviewed and is supported by the County Executive Office and the Placer Public Employees Organization

**Health and Human Services Department:**

The Civil Service Commission approved the reclassification of one Client Services Program Manager position, Grade 454 (\$6,012-\$7,308 monthly) to the classification of Assistant Client Services Program Director, Grade 466 (\$6,628-\$8,057 monthly).

**Basis for Recommendation:**

The Department of Health and Human Services (HHS) is requesting that a vacant Client Services Program Manager position in Community Health be reclassified to the position of Assistant Client Services Program Director. With the retirement of the current Client Services Program Manager position assigned to Community Health, HHS took the opportunity to re-evaluate the organizational structure. The department continues to focus on preparation for the future and the decision to request the Assistant Client Services Program Director level is based on the increasing demand of the Division Directors' involvement in complex policy development, issue analysis, and organizational change. Approval of this reclassification would allow for day-to-day operations to be managed by the Assistant Clients Services Program Director.

The Community Health Director is responsible for what has historically been two distinct HHS divisions as well as function as the County's Assistant Health Officer. The Division Director is currently responsible for a total budget of \$19.7 million and an operation of 155 permanent employees. The breadth of the Director's responsibilities include such programs as Communicable Disease control program, Tuberculosis Controller, Public Health Preparedness, Bioterrorism and Emerging Infectious Disease planning (West Nile Virus) and the Pandemic Flu Task Force. In addition, the Division has recently expanded to include Children's Medical Services and Medically Indigent Adult programs.

If approved, this management position will report directly to the Client Services Program Director and as the assistant division head, will be responsible for the day-to-day operations of the divisions of Community Clinics and Community Health.

This request has been reviewed with and is supported by the County Executive Office and the Personnel Department.

**FISCAL IMPACT**

**Clerk Recorder-Registrar of Voter's Department:**

Approval of the requested reclassification will have very modest fiscal impact for the County Clerk department budget as a whole. The requested reclassification of a Technology Solutions Analyst I/II position to a Sr. Technology Solutions Analyst position would represent a ten percent increase (over the II level) or approximately \$7,550 for a full 12 months of increased salary and benefit costs. Of this amount, half would be reimbursable from the department's automation trust funds, with the remaining net increased balance of just over \$3,750 absorbed within the department's proposed Election Division budget. <sup>1</sup>

**Health and Human Services:**

The current position is a Client Services Program Manager that is at salary grade 454 with a range of \$6,012 to \$7,308 per month. The current position is budgeted for fiscal year 2006-07 at the longevity range of \$7,674 per month. The Assistant Client Services Program Director position is at salary grade 466 with a range of \$6,628 to \$8,057 per month. Depending upon the step at which the Assistant Client Services Program Director is hired, this reclassification may have no fiscal impact. If the appointment is made at the highest step, the maximum impact would be \$749 per month. Any fiscal increase from this reclassification will be accounted for in the FY06-07 budget.

**RECOMMENDATION**

It is recommended that your Board approve the attached ordinance amending Placer County Code, Chapter 3, sections 3.12.010, Appendix 1, Allocation of Positions to Departments.

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<sup>1</sup> A portion of election costs are also regularly reimbursable, depending on the type of election(s) held.

**Before the Board Of Supervisors  
County of Placer, State of California**

In the matter of: An ordinance amending Placer County Code, Chapter 3, Section 3.12.010, Appendix 1, relating to the departments of County Clerk Recorder and Health and Human Services.

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote on roll call.

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_  
**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES  
HEREBY ORDAIN AS FOLLOWS:**

That Placer County Code, Chapter 3, Section 3.12.010, Appendix 1, is hereby amended as indicated on the attached: (Additions to ordinance shown in underline, deletions shown with strike-through.)

Effective the first day of the pay period thirty days following the second reading.

**3.12.010 APPENDIX 1**

**COUNTY CLERK RECORDER**

	Technology Solutions Analyst I/II	<u>32</u>
	Technology Solutions Analyst – Senior	<u>42</u>

**HEALTH AND HUMAN SERVICES**

(h)	Community Health	
	<b><u>Assistant Client Services Program Director</u></b>	<b><u>1</u></b>
	Client Services Program Manager	<u>32</u>

